



WASHOE COUNTY

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STAFF REPORT BOARD MEETING DATE: December 9, 2014

DATE: November 19, 2014

TO: Board of County Commissioners

FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us

THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us

SUBJECT: Recommendation to approve requests for reclassification of a Library Assistant II, pay grade G, to a Library Assistant III, pay grade H (Library), an Engineering Inspector, pay grade L, to a Water, Sewer and Civil Project Inspector Supervisor, pay grade N (Community Services) and a new intermittent hourly Account Clerk, pay grade G (Treasurer) as evaluated by the Job Evaluation Committee; and reclassification of the Forensic Investigator I job class from pay grade H to pay grade J, and the Forensic Investigator II job class from pay grade J to pay grade L (Sheriff's Office) as evaluated by the HAY Group. Net annual cost of this action is estimated at \$53,868. (All Commission Districts)

SUMMARY

Recommendation to approve requests for reclassification of a Library Assistant II, pay grade G, to a Library Assistant III, pay grade H (Library), an Engineering Inspector, pay grade L, to a Water, Sewer and Civil Project Inspector Supervisor, pay grade N (Community Services) and a new intermittent hourly Account Clerk, pay grade G (Treasurer) as evaluated by the Job Evaluation Committee; and reclassification of the Forensic Investigator I job class from pay grade H to pay grade J, and the Forensic Investigator II job class from pay grade J to pay grade L (Sheriff's Office) as evaluated by the HAY Group. Net annual cost of this action is estimated at \$53,868.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate all new and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

AGENDA ITEM # 8142

On October 28, 2014, the Board approved a reclassification request of an Office Support Specialist to an Administrative Assistant I (Manager's Office), a vacant Custodial Worker to an Administrative Secretary Supervisor and a Water Rights Manager to a Water Management Planner Coordinator (Community Services).

On September 23, 2014, the Board approved reclassification requests of a Librarian II to a Librarian III (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer to a Technology Systems Developer II (Technology Services) and a Registered Nurse I to a Guardian Case Manager, pay grade L (Public Guardian).

On June 17, 2014 the Board approved reclassification requests submitted and evaluated during the annual budget process.

BACKGROUND

Job evaluation and position classification are core processes at the heart of the County's Compensation Plan. These processes ensure that employees are paid consistently with respect to the responsibilities they are assigned and the work they perform. The Compensation Plan and associated salary structures form the infrastructure that compensates employees in a manner that is both internally equitable and externally competitive in furtherance of the concept of equal pay for equal work. The Department of Human Resources is responsible for working with county departments to ensure that job documentation reflects current job content.

Nevada Revised Statutes require provisions for the classification of all county positions, not exempt from the merit personnel system, based on the duties, authority and responsibility of each position with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances. Washoe County Code and Board approved Guiding Principles (approved February 2002 and March 2003) define the job reclassification process to include the process for requesting classification and reclassification reviews. Also, employee association agreements contain provisions for classification and reclassification (e.g.: WCEA Articles 28, 35 & 47).

Department heads and managers are responsible for managing the classification and compensation plan adopted by the Board, to include first striving to ensure that assigned duties and responsibilities are commensurate with the job classification to which positions, and thus employees, are assigned. Department heads are also required to review and assess job duties proposed for reassignment prior to reassignment of those duties.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Class	Annual Cost
Library	Library Assistant II, pay grade G (\$18.27 - \$23.72)	Library Assistant III, pay grade H (\$19.27 - \$25.03)	\$3,466

Department	Current Job Class	Recommended Job Class	Annual Cost
Community Services	Engineering Inspector, pay grade L (\$24.64 - \$32.01)	Water, Sewer and Civil Project Inspector Supervisor, pay grade N (\$27.31 - \$35.50)	\$9,234
Sheriff's Office	Forensic Investigator I, pay grade H (\$19.27 - \$25.03)	Forensic Investigator I, pay grade J (\$21.63 - 28.12)	\$0
Sheriff's Office (4 positions)	Forensic Investigator II, pay grade J (\$21.63 - 28.12)	Forensic Investigator II, pay grade L (\$24.64 - \$32.01)	\$41,168

New Position Requests:

Department	Recommended Job Class	Annual Cost
Treasurer's Office	Intermittent Hourly Account Clerk, pay grade G (\$18.27 - \$23.72)	Not to Exceed \$24,645

Library

The Library currently has eleven Library Assistant III (LA III) positions performing lead worker responsibilities; they need twelve to adequately cover all branches. The South Valleys Library has been operating without an LA III lead worker, but changes in the management structure of that Library (the Sr. Public Services Librarian who had been managing this branch is now working full-time in Library Administration) have made the placement of a full-time lead worker in this Library necessary.

Community Services

Most of the duties of this position were previously assigned to a Civil Engineer II/Chief of Construction and Inspection position which was eliminated in 2012. The position currently leads and directs the work of the Water and Sewer Inspectors, two temporary Engineering Inspectors and inspection services provided through contracts with local vendors. Additionally, the position has responsibility for the Street Cut Permit program, which saw a dramatic jump in the number of permits issued in FY14. The demand for inspections has radically increased as a result of an improving economy and surge in construction activity. The need for a supervisor to lead and direct inspection activities has re-emerged and this position will take on that role.

Sheriff's Office

The original Forensic Investigator positions were created as support to the Deputies assigned to forensics with data entry, evidence packaging and film processing. The Forensic Investigator positions have evolved over the years with very specialized training requirements in the Forensic Science Investigation field.

Treasurer's Office

Due to the cyclical nature of the work in the Treasurer's Office and recent staff reductions, they often do not have staff available to perform regular duties such as

opening mail so that deposits can be made, answering telephone calls and assisting customers at the counter. Lengthy delays in completing background checks for temporary staff make that option ineffective. A new intermittent hourly Account Clerk position will give them the immediate staffing relief they need, when and where it is needed.

FISCAL IMPACT

The estimated annual cost for the reclassification of the Library Assistant III is \$3,466, and \$9,234 for the reclassification of the Water, Sewer and Civil Project Inspector Supervisor; both of which will be absorbed by the Library and Community Services respectively within their FY 14/15 budgets. While the Sheriff's Office does not currently employ any Forensic Investigator I employees, this job classification is considered as an entry level job classification for the journey level Forensic Investigator II; the Sheriff's Office has four Forensic Investigator II positions. Reclassifying all four Forensic Investigator II positions will result in an annual cost of approximately \$41,268, which will also be absorbed within the Sheriff's FY 14/15 budget. The total impact of all these reclassifications is \$53,868.

The Treasurer's Office already has an FY 14/15 allocation for a temporary position, so those funds will be transferred to cover the cost of an ongoing, intermittent hourly Account Clerk position, resulting in a \$0 impact to the department.

RECOMMENDATION

Recommendation to approve requests for reclassification of a Library Assistant II, pay grade G, to a Library Assistant III, pay grade H (Library), an Engineering Inspector, pay grade L, to a Water, Sewer and Civil Project Inspector Supervisor, pay grade N (Community Services) and a new intermittent hourly Account Clerk, pay grade G (Treasurer) as evaluated by the Job Evaluation Committee; and reclassification of the Forensic Investigator I job class from pay grade H to pay grade J, and the Forensic Investigator II job class from pay grade J to pay grade L (Sheriff's Office) as evaluated by the HAY Group. Net annual cost of this action is estimated at \$53,868.

POSSIBLE MOTION

Should the Board approve this recommendation, a possible motion would be:

Move to approve the requests for reclassification of a Library Assistant II, pay grade G, to a Library Assistant III, pay grade H (Library), an Engineering Inspector, pay grade L, to a Water, Sewer and Civil Project Inspector Supervisor, pay grade N (Community Services) and a new intermittent hourly Account Clerk, pay grade G (Treasurer) as evaluated by the Job Evaluation Committee; and reclassification of the Forensic Investigator I job class from pay grade H to pay grade J, and the Forensic Investigator II job class from pay grade J to pay grade L (Sheriff's Office) as evaluated by the HAY Group. Net annual cost of this action is estimated at \$53,868.